

**SAN JUAN COUNTY FIRE DISTRICT #3
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
August 14, 2019**

Chair Jarman called the meeting to order at 3:00 p.m.

COMMISSIONERS PRESENT:

Albert Olson, Frank Cardinale and Bob Jarman.

OTHERS PRESENT:

- Fire Chief Norvin Collins, Assist. Chief Noel Monin, Capt. Tad Lean, Lt. Michael Henderson, Specialist John McDowell, PHD Board Member Rebecca Smith, Nathan Butler with the Hospital District, and Administrative Officer Carolyn Hudson.

CORRESPONDENCE: None.

CITIZENS' COMMENTS: None.

CONSENT AGENDA:

- **Minutes** – Commissioner Olson **MOVED** to approve the July 10, 2019 minutes. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.
- **Bills** – Vice-Chair Cardinale **MOVED** to approve the bills. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

Voucher (warrant) July 10, 2019 main bills

number: 217889 to 217929 \$ 61,959.28

Voucher (warrant) August 14, 2019 credit card bills

number: 218720 \$ 2,204.16

Voucher (warrant) August 14, 2019 main bills

number: 218721 to 218748 \$ 24,629.55

- **Payroll** – Commissioner Olson **MOVED** to approve the payroll. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

Payroll, July 2019 staff: \$ 66,023.33

OLD BUSINESS:

- **Integration Steering Committee Update** – Chief Collins said that Committee members Rebecca Smith and Frank Cardinale are researching the outer island aspect of the plan. That includes looking at the populations of each of those islands and determining how many votes are needed to get on the ballot. The

challenge has been determining who needs to vote and then setting up outreach meetings and having a calendar with a plan. As to determining the taxation portion, Chief Collins said it could be structured as a levy or a lid lift. The next scheduled meeting is Monday, August 19th.

NEW BUSINESS:

- **Port of FH IGA – draft first reading** – Chief Collins provided the draft interlocal agreement between the District and the Port of Friday Harbor. The new agreement would provide an exchange of fire protection services for the Port with the use of Port land for the Fire District. It would be an even exchange with no money involved. Chief Collins said that the amount of land for the District is not as much as originally planned but with time that will change. The Port is building a retention pond, which is taking up some of the space that was planned for the Fire District. In the meantime, the District could use the treed area to the east of the current building, which could be the future site for the training grounds. Some other potential use of the property and current building would be to use the current Station 31 for operations and maintenance and then build a separate administration building at a location to be determined. The agreement would be for 50 years from October 1, 2020 to October 31, 2070 with a 60-day opt out clause. After much discussion, Vice-Chair Cardinale **MOVED** to approve the interlocal agreement with the Port of Friday Harbor. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**. In addition, Vice-Chair Cardinale **MOVED** to approve the amendment to the license for the use of the property on Mullis Street with the Port of Friday Harbor. Essentially, this allows the even exchange of fire protections services for leased land sooner so that the District will make its last payment to the Port in September of 2019. Commissioner Olson **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

STAFF REPORT:

- **Financials** – Chief Collins presented the financial reports and said that revenues and expenditures are in line with the budget.
- **Operations** – Assist. Chief Monin said the training group rotation is working well on many levels. The premise is that there are multiple subjects taught on one drill night. And then over a series of drill nights each group is rotated through each of the topics. Assist. Chief Monin said that it is more efficient, it provides more hands-on time for firefighters and officers, and more time for officer/firefighter interaction. Vice-Chair Cardinale said that they drill in this manner at the San Francisco Fire Department and that it works very well.
- **Logistics** – Capt. Lean said that he is working on pump issues with T363. He also mentioned that Lexipol, Target Solutions and Halligan will potentially be integrated because they are owned by the same parent company.
- **Run Reports** – There were 42 calls in July and 217 calls in 2019 through July. The average response time in July was skewed by 2 lengthy fire boat responses, which were 56 minutes and 107 minutes. In July 2019 with those fire boat

responses, the average time for emergencies was 18 minutes and 25 seconds and for non-emergencies was 14 minutes and 6 seconds.

- **FF Association** – The all-member and family picnic on August 5th was successful with about 60 to 70 attendees including some people from EMS.
- **Chief's Office**

Nozzle Collection - Chief Collins said that two citizens, John Chessell and Catherine Clowers, donated an extensive nozzle collection and to recognize this, the District will be honoring him with a nice plaque.

Survey and Ratings Bureau - Chief Collins said that the District will be providing clean data with an action plan in order to be proactive with the Washington Survey and Ratings Bureau, which is scheduled to re-evaluate the District on Friday, October 4, 2019.

ID Cards – The process for the ID cards is farther along now that the format has been finalized.

IT – Office 365 is up and running.

Lexipol – The policy committee will be working on personnel policies, including job descriptions, first.

PIP – Chief Collins provided the Commissioners with the particulars of the Personnel Incentive Program PIP.

Challenge Coins – No updates.

Fire Boat – Chief Collins said is working with the Sheriff's Office on how to manage the fire boat Sentinel, with even the possibility of the District using it exclusively.

COMMISSIONERS' COMMENTS

- Pulse of the District from the Commissioners' Point of View – The Commissioners said it's exciting times for the Fire District.

EXECUTIVE SESSION – At 5 p.m., Chair Jarman said the Board will go into executive session for 20 minutes to discuss personnel evaluations. The Board returned to regular session at 5:20 p.m. and took no action.

ANNOUNCEMENTS:

- **The next regular meeting will be at 3 p.m. on Wednesday, September 11, 2019.**

At 5:20 p.m., Commissioner Olson **MOVED** to adjourn the meeting. Vice-Chair Cardinale **SECONDED** the motion. The motion was **APPROVED UNANIMOUSLY**.

Chair Bob Jarman

Carolyn Hudson, Secretary